

# Role description

E-disclosure Project Manager  
London

# The opportunity for you

## Executive summary

The Disputes and Investigations Group currently comprises 13 partners, 19 associates, 5 trainees, 2 PSLs, and several paralegals. The practice has experienced significant growth in recent years and is recognised for its extensive expertise in resolving complex, high-value commercial disputes across a broad range of sectors globally. The group acts for global organisations, high net worth individuals, litigation funders, professional services, insolvency practitioners and investor states on a range of disputes. It has particular expertise in financial and regulatory disputes and investigations, high-value professional negligence, civil fraud, product liability, international arbitration and investor state work, contentious insolvency, and corporate claims involving directors, shareholders, and investors.

This new role will support not only the Disputes and Investigations Group but also other contentious teams within our Intellectual Property, Regulatory, and Digital group.

The primary responsibility of the role is to assist in the organisation and management of Electronically Stored Information (ESI) and other litigation documents, ensuring best practice and compliance with document preservation requirements across all litigation matters. The role will also involve supporting and maintaining databases for E-Disclosure projects, providing technical and administrative assistance to the region.

In addition, the position will work closely with our Innovation team, contributing to the procurement and internal promotion of litigation technology and AI tools to drive innovation within our contentious departments and across the wider firm.

### Additional points to consider including:

- **Stakeholder Engagement:** The role will require close collaboration with lawyers, IT, and knowledge management teams to ensure seamless integration of technology and best practices.
- **Training and Support:** There may be opportunities to deliver training or guidance to colleagues on new systems, processes, and technologies.
- **Continuous Improvement:** The successful candidate will be encouraged to identify and implement process improvements to enhance efficiency and quality in document management and disclosure.

### Job title

Litigation Support – e-disclosure  
Project Manager

### Recruiting manager

Katie Chandler

### Department

Disputes & Investigations

### Working hours

Monday to Friday (09:30 – 17:30)

Working at least 3 days a week  
from our offices.

### Location

London

### Perm/FTC

Permanent

### Salary

Competitive

### Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

# The opportunity for you

## Key responsibilities

- Organise, manage, and maintain Electronically Stored Information (ESI) and other litigation documents in accordance with best practice and legal requirements.
- Support the delivery and administration of E-Disclosure projects, including the management of relevant databases and platforms.
- Ensure compliance with document preservation obligations across all contentious matters, liaising with legal teams as required.
- Collaborate with lawyers, IT, and knowledge management teams to facilitate the effective use of litigation technology and document management systems.
- Assist in the identification, procurement, and internal promotion of innovative litigation technology and AI tools, working closely with the Innovation team.
- Provide technical and administrative support to fee earners and colleagues on the use of litigation support tools and processes.
- Contribute to the development and delivery of training and guidance on ESI management, E-Disclosure, and new technologies.
- Proactively identify opportunities for process improvement and efficiency within document management and disclosure workflows.
- Project Management: Lead end-to-end management of e-disclosure projects, including the design and active management of document collection, review, and production for disclosure.
- Technical Setup: Oversee the technical aspects of disclosure exercises, including DRD questionnaires, review platform setup, and workflow design.
- Client Liaison: Act as the primary point of contact for clients regarding data collection, litigation holds, and technical interventions.
- Data Extraction & Analytics: Advise on and implement suitable technical solutions (including AI and data analytics tools) to enhance disclosure review efficiency and accuracy.
- Team Leadership: Recruit, train, and manage disclosure review teams, ensuring high-quality output and adherence to project timelines.
- Strategic Input: Work closely with case teams and associates to design and execute review strategies, including data culling and advanced analytics.
- Chargeable Expertise: Provide detailed, chargeable technical input to clients, differentiating the role from traditional litigation support hires.

# The opportunity for you

## Key responsibilities

- Technology Procurement: Evaluate, recommend, and procure litigation technology solutions for the benefit of all contentious practices.
- AI & Innovation: Drive the adoption of AI and emerging technologies in dispute resolution, ensuring the firm remains at the forefront of legal tech innovation.

## Knowledge, skills & experience

- Extensive experience managing e-disclosure/litigation support projects, ideally within a law firm, legal service provider, or digital forensics/accountancy environment.
- Deep technical expertise in the design, setup, and management of disclosure exercises, including DRD questionnaires, review platforms, and workflow configuration.
- Proven ability to lead the collection, review, and production of documents for disclosure, ensuring compliance with legal and regulatory requirements.
- Hands-on experience with leading e-disclosure and review platforms (e.g., Relativity, Nuix, Brainspace, Reveal, etc.).
- Strong understanding of data extraction, processing, and management techniques relevant to litigation and investigations.
- Demonstrated experience advising on and implementing technical interventions to support disclosure review, including the use of AI and advanced analytics tools.
- Track record of recruiting, training, and managing large-scale disclosure review teams, including performance management and quality assurance.
- Proactive approach to collaborating with case teams and associates to design and execute review strategies, including data culling, prioritization, and workflow optimization.
- Client-facing experience, with the ability to provide clear, chargeable technical advice and support to both internal and external stakeholders.
- Experience procuring, evaluating, and implementing litigation technology solutions to support contentious practices.
- Strong knowledge of UK and international disclosure rules, protocols, and best practices.
- Excellent communication and stakeholder management skills, with the ability to explain complex technical concepts to non-technical audiences.
- Demonstrable commitment to innovation and continuous improvement, particularly in the adoption and deployment of AI and emerging technologies in dispute resolution.
- Relevant certifications (e.g., Relativity, Nuix, Brainspace, ACEDS) are highly desirable.

# Meet the team



**Katie Chandler**

Partner, London

[> Click here for full CV](#)

Katie leads our Product Liability & Product Safety team in the UK. She is a litigator with broad experience in the technology, life sciences, automotive, consumer & retail, and food & drink sectors. Katie specialises in guiding clients through high-value contractual, shareholder/boardroom, insurance claims and technology disputes, product liability defence litigation and investigations.

As well as disputes, Katie regularly advises clients on product safety and compliance matters including labelling and authorisations, risk assessments, product recalls and regulatory investigations. She will support you if you are facing regulatory action in the UK from Trading Standards, BEIS, FSA and HSE, and in connection with Coroners' Inquests.

Katie regularly works with clients in the technology sector, with a focus on emerging technologies such as automated vehicles, 3D printing, and Internet of Things.



**Mark Rendall**

Chief Information Officer, London

[>](#)

He leads the firm's technology strategy and innovation agenda. With a background in IT leadership across multiple sectors, he spearheaded the development of LitiumTW, a proprietary GenAI tool enhancing legal service delivery. Mark's focus on secure, scalable tech solutions, which underpin the firm's digital transformation in legal service delivery. The eDiscovery Manager will work closely within this evolving technical landscape, supporting legal teams through project-managed disclosure processes.

He is known for fostering cross-functional collaboration between legal teams, technologists, and external partners to deliver impactful digital solutions. Mark's approach combines strategic foresight with hands-on execution, ensuring that innovation is aligned with client needs and regulatory standards. His leadership has been instrumental in embedding AI and automation into the firm's core operations.

# About us

Taylor Wessing is a global law firm that serves the world's most innovative people and businesses.

Deeply embedded within our sectors, we work closely together with our clients to crack complex problems, enabling ideas and aspirations to thrive. Together we challenge expectation and create extraordinary results. By shaping the conversation in our sectors, we enable our clients to unlock growth, protect innovation and accelerate ambition.

## Our UK sector focus



Technology, Media  
& Communications



Private Wealth



Real Estate,  
Infrastructure & Energy



Life Sciences  
& Healthcare

## Our areas of expertise

- Banking & Finance
- Brands & Advertising
- Commercial & Consumer Contracts
- Competition, EU & Trade
- Copyright & Media Law
- Corporate Crime & Compliance
- Corporate/M&A & Capital Markets
- Data Protection & Cyber
- Disputes & Investigations
- Employment, Pensions & Mobility
- Environmental, Planning & Regulatory
- Financial Services Regulation
- Information Technology
- Patents & Innovation
- Private Client
- Private Equity
- Projects, Energy & Infrastructure
- Real Estate & Construction
- Restructuring & Insolvency
- Tax
- Venture Capital

## Challenge expectation, together

With our team based across Europe, the Middle East, US and Asia, we work with clients wherever they want to do business. We blend the best of local commercial, industry and cultural knowledge with international experience to provide proactive, integrated solutions across the full range of service areas.

**1250+** lawyers | **350+** partners | **26** offices | **16** jurisdictions

# About us

## The way we work

At Taylor Wessing, we never settle for average. We're creative thinkers, problem solvers and continuous learners who excel at what we do and believe our best work is still ahead of us. We are a firm that's large enough for you to achieve your ambitions, but connected enough to be a true community.

You are joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'll gain access to high-end technology, agile processes and the trust to deliver your best work in a flexible way whilst spending the balance of your time with colleagues in our offices.

## Employee development and career progression

We recognise that our business services professionals are integral to our success and are therefore dedicated to their career development. We offer comprehensive development plans designed to support the growth of our business services people in their respective roles. From technical training to softer skills, these plans are crafted to ensure that our people realise and reach their full professional potential, but also complement our firmwide strategic goals allowing both the firm and our people to flourish.

For a detailed look at these development opportunities and how they can support your career progression, please refer to our [Always Learning Brochure](#). This document will provide an in-depth view of our commitment to skill development and show you the support network available as you advance within Taylor Wessing.

# About us

## Investing in you | Tailored benefits

Your wellbeing is always our priority and we are proud to offer bold and progressive ways of working alongside an excellent range of benefits and perks designed to support you and your family.

### Key benefits

- 25 days' annual leave
- Life assurance
- Group personal pension – salary sacrifice
- Income protection
- In-house and digital GP services

### Health and wellness benefits

- Annual wellbeing allowance
- Private medical insurance (individual)
- Health assessments
- Dental insurance
- Critical illness insurance
- Flu vaccinations
- Eye tests
- Employee assistance programme
- GymFlex
- Counselling sessions

### Lifestyle benefits

- Enhanced family leave – after one year qualifying service, you are entitled to up to 26 weeks leave full pay if you or your partner give birth or adopt a child
- Salary sacrifice electric car scheme (UK staff only)
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Financial wellbeing support
- Interest free season ticket loan
- Cloud Nine – our subsidised restaurant and coffee bar (London only)

# Taylor Wessing in London



Located in central London, our office is a stone's throw from some of the UK's biggest names in technology, fashion and retail, as well as the courts housing the capital's legal profession.

In 2023, we faced the choice whether to move to a new location in London or stay in 5 New Street Square. We decided to stay and invest in an extensive refurbishment as this would have less of an environmental impact than building and fitting out a brand-new space.

We're now back in 5 New Street Square and we look forward to clients and other guests experiencing our reimagined, modernised and more sustainable premises.

## Why London?

London is one of the top financial centres in the world and a key international tech hub. Our UK lawyers combine their deep understanding of the law with their outstanding market knowledge to support some of the most innovative businesses across the technology, media and communications, life sciences and healthcare, real estate, infrastructure and energy and private wealth sectors that do business in the capital and beyond.

We thrive on the challenge of keeping ahead of legal and regulatory developments to advise our clients in these dynamic sectors who are pushing the envelope in terms of the products they develop and offer and the business and economic models they operate. Our UK and international strength in M&A, disputes and intellectual property complements our focus on our key sectors.

## Our London team

Working alongside our lawyers, teams based in our London office support our UK and international business operations, including:

- IT
- Strategic Digital Ventures
- Finance
- Talent
- Risk
- Business Transformation
- Business Development, Marketing and Communications.

Anyone who works for Taylor Wessing in London becomes part of a fully integrated, UK-wide team. This is a fantastic firm for talented people who are intellectually curious, ambitious and want to work in one of the best cities in the world.

# Our values

## What we stand for

We are a community of independent thinkers, connected by our values and our drive to challenge expectation. Our values shape what we do and how we do it. We have built a team that reflects the firm's core values and which exemplifies inclusivity. To learn more, [click here](#).

Excellence

Creative

Responsible

Team

Integrity

Respect

## Acting responsibly, together

We're committed to being a responsible business and taking accountability for our actions.

We have high ethical standards and take care of our people. We're reducing the footprint we leave in nature and engaging with our communities through cultural and charity work. Being a responsible business means we're active members of our broader society, of the legal community, and of our clients' sectors.

Whether it's building an inclusive workplace, reducing our waste or supporting the arts; we're actively working together to build a better business, and a more sustainable world.

Find out more about our responsible business initiatives [online](#).

Read our latest impact report by clicking the link below.



Our Responsible Business  
Impact Report 2024

Read the report

# Diversity & Inclusion

## Mansfield Certification



We are proud to announce that we have achieved Mansfield Rule UK Certification Plus for the 2024–2025 period, reaffirming our dedication to diversity, equity, and inclusion within the legal sector.

We're committed to delivering an inclusive culture and a progressive environment where we empower all our people to lead, learn and grow. The Mansfield Rule keeps us and the wider legal profession accountable for achieving and surpassing these goals; over the last year alone the Mansfield Rule has helped us continue to focus on monitoring our recruitment and promotion activities, as well as improving the diversity of our firm.

We've seen tangible changes in our firm from championing diverse voices across all areas of our business, something we want to see continue to flourish in the years to come and with Mansfield as a key partner in building in an inclusive environment for all.

## Inclusive Recruitment Charter

Take a look at our new Inclusive Recruitment Charter...

The Charter builds on some of our great initiatives from the last year, like taking part in the 10,000 Black Interns programme, introducing mandatory inclusion training for all our people, and achieving Mansfield Certification Plus.

Learn more about our commitments to being a responsible business by [clicking here](#)

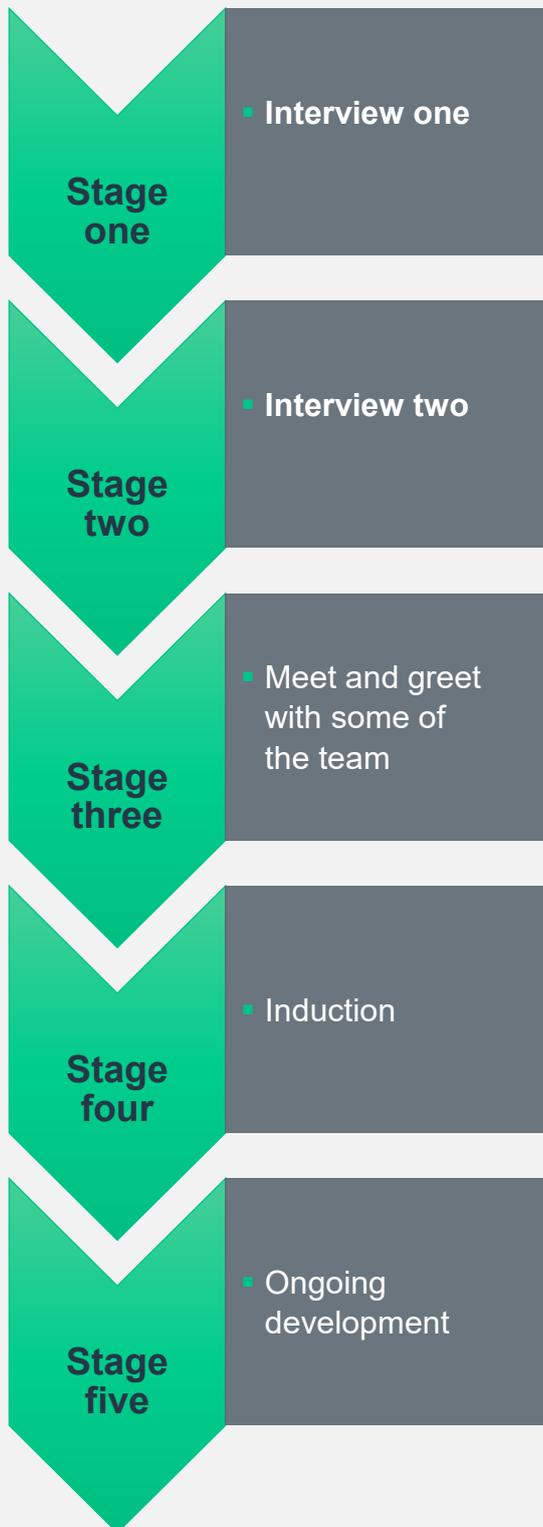
## Responsible Business Networks

We embrace individuality and bring diverse teams together, creating an inclusive work environment where all of our talent can flourish. Our inclusion programme has five priority areas, each with partner champions and network groups, in addition to other networks and societies that bring people together within the responsible business programme.

### Our current networks include:

- Arts Society
- Balance in Business - our gender balance network
- Cultural Diversity network
- equaliTW - our LGBTQ+ network
- Family Matters network
- Social Mobility network
- Sustainability network
- Wellbeing network

# Your recruitment journey



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We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions. If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process this will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

2700+ people  
1250+ lawyers  
350+ partners  
26 offices  
16 jurisdictions

Argentina*	Buenos Aires	Ireland	Dublin
Austria	Vienna	Italy**	Milan   Rome
Belgium	Brussels	Mexico*	Mexico City
Brazil*	Belo Horizonte   Brasília   Rio de Janeiro   São Paulo	Netherlands	Amsterdam   Eindhoven
Chile*	Santiago de Chile	Nicaragua*	Managua
China	Beijing   Shanghai	Panama*	Panama City
Colombia*	Bogotá   Bogotá, main office	Peru*	Lima
Costa Rica*	Guanacaste   San José	Poland	Warsaw
Czech Republic	Brno   Prague	Portugal*	Braga   Lisbon   Porto
Dominican Republic*	Santo Domingo	Puerto Rico*	San Juan
Ecuador*	Cuenca   Guayaquil   Manta   Quito	Slovakia	Bratislava
El Salvador*	San Salvador	South Korea**	Seoul
France	Paris	Spain*	Barcelona   Canary Islands   Madrid   Pamplona   Seville   Valencia   Vitoria   Zaragoza
Germany	Berlin   Düsseldorf   Frankfurt   Hamburg   Munich	UAE	Dubai
Guatemala*	Guatemala	Ukraine	Kyiv
Honduras*	San Pedro Sula   Tegucigalpa	United Kingdom	Cambridge   Liverpool   London
Hungary	Budapest	Uruguay*	Montevideo
		USA	New York   San Francisco

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